



**STANDARDS OF APPRENTICESHIP**  
adopted by

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
CARPET LAYER/LINOLEUM & RESILIENT TILE		47-2042.00	6000 HOURS
DRYWALL FINISHER		47-2082.00	6000 HOURS
GLASS INSTALLER, AUTO		49-3022.00	4000 HOURS
GLAZIER		41-2121.00	6000 HOURS
PAINTER-DECORATOR		47-2141.00	6000 HOURS
SIGN & PICTORIAL PAINTER		51-9199.99	6000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JULY 19, 1991  
Initial Approval

APRIL 21, 2006  
Committee Amended

JULY 17, 2003  
Standards Amended (review)

APRIL 21, 2006  
Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

## **EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED TRADES APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following Standards for Carpet Layer/Linoleum & Resilient Tile; Drywall Finisher; Glass Installer, Auto; Glazier; Painter-Decorator; and Sign & Pictorial Painter have been prepared by the Eastern Washington Local Unions, affiliated contractors and by the State Department of Labor and Industries Apprenticeship Section.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards are as follows:**

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

Counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima in the State of Washington. Counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone in the State of Idaho. Oregon Counties, Umatilla, Wallowa, and Morrow.

Applicants and apprentices please note that while the state of Washington has no responsibility or authority in the states of Idaho or Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho and and Oregon counties listed above.

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           **Applicants shall be 18 years of age or 17 years of age with parental/guardian consent.**

Education:   **Applicants should be high school graduates or have a GED.**

Physical:     **Must be able to perform the work of the trade.**

Testing:      **None**

Other:        **None**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

A. Selection Procedures:

1. All applicants for apprenticeship shall apply at one of the following locations:  
  
E. WA. Painters & Allied Trades JATC  
Spokane Community College Apprenticeship Center  
2110 N. Fancher Rd  
Spokane, Washington  
  
Painters and Allied Trades Local 427  
824 West Lewis  
Pasco, Washington
2. The applicant will sign the "RECORD OF APPRENTICESHIP APPLICANTS" form and will be given "an application for Apprenticeship."
3. The applicant will be required to return the application within ten working days along with valid ID, copy of high school diploma, or GED certificate, record of work experience and any other such records the applicant feels will enhance his/her application.
4. The applicant will then be added to our "Register of Apprentice Applications". Each applications will be numbered and date.
5. The applicant will then be placed on the availability list. They will be given a list of qualified and approved employers and advised that they can look for their own job. When they locate employment, they must report back to the coordinator's office to sign an Apprenticeship Agreement Card before going to work.
6. Applicants are responsible for keeping the apprenticeship office advised of their current address and phone number. To remain on active applicant list, applicants must contact apprenticeship office every 30 days.
7. **EXCEPTIONS:**
  - a. (Direct Entry) Graduates of the DOL Job Corp program and/or those individuals who have documented proof of formalized pre-apprenticeship training may be utilized as a source for available apprenticeship openings. These candidates may be selected directly into available apprenticeship openings without regard to existing availability lists.

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

- b. **(Direct Entry)** An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer.
- c. **(Direct Entry)** An employee of a non-signatory employer not qualifying as a journey level person when the employer becomes signatory shall be evaluated by the JATC using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.

**B. Equal Employment Opportunity Plan:**

- 1. **Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 2. **To encourage the establishment and utilization of programs of apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provision in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**
- 3. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**
- 4. **Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM of APPRENTICESHIP:**

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. CARPET LAYER/LINOLEUM & RESILIENT TILE**  
Not less than 6000 hours or three (3) years of reasonably continuous employment, including the probationary period.
- B. DRYWALL FINISHER**  
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.
- C. GLASS INSTALLER, AUTO**  
Not less than two (2) years or 4000 hours of employment, including the probationary period.
- D. GLAZIER**  
Not less than three (3) years or 6000 hours of employment, including the probationary period.
- E. PAINTER-DECORATOR**  
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.
- F. SIGN & PICTORIAL PAINTER**  
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

- A. CARPET LAYER/LINOLEUM & RESILIENT TILE**  
Probationary period not to exceed the first 1000 hours of employment.
- B. DRYWALL FINISHER**  
Probationary period not to exceed the first 1000 hours of employment
- C. GLASS INSTALLER, AUTO**  
Probationary period not to exceed the first 800 hours of employment.
- D. GLAZIER**  
Probationary period not to exceed the first 1000 hours of employment.
- E. PAINTER-DECORATOR**  
Probationary period not to exceed the first 1000 hours of employment
- F. SIGN & PICTORIAL PAINTER**  
Probationary period not to exceed the first 1000 hours of employment

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**All Trades:**

**The ratio of apprentices to journeypersons shall be as follows: One (1) apprentice shall be allowed in each shop for the first two- (2) journeypersons, and one (1) additional apprentice for each two- (2) journeypersons, thereafter. With approval of the JATC, this may be modified, but may not to exceed a one to one ratio.**

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**A. Carpet Layer, Linoleum, and Resilient Tile:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months*	50%
2	1001 - 2000 hours/7 - 12 months*	55%
3	2001 - 3000 hours/13 - 18 months*	60%
4	3001 - 4000 hours/19 - 24 months*	70%
5	4001 - 5000 hours/25 - 30 months*	80%
6	5001 - 6000 hours/31-36 months*	90%

**\*with a minimum of 750 hours for each Step.**

**B. Drywall Finisher**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months*	50%
2	1001 - 2000 hours/7 - 12 months*	55%
3	2001 - 3000 hours/13 - 18 months*	65%
4	3001 - 4000 hours/19 - 24 months*	75%
5	4001 - 5000 hours/25 - 30 months*	85%
6	5001 - 6000 hours/31-36 months*	90%

**\*with a minimum of 750 hours for each Step.**

**C. Glass Installer, Auto:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	65%
2	1001 - 2000 hours/7 - 12 months	75%
3	2001 - 3000 hours/13 - 18 months	85%
4	3001 - 4000 hours/19 - 24 months	95%



**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

**D. Glazier:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>55%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>65%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>70%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>90%</b>

**E. Painter / Decorator (effective July 1, 2000)**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0 - 6 months*</b>	<b>55%</b>
<b>2</b>	<b>1001 - 2000 hours/7 - 12 months*</b>	<b>65%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months*</b>	<b>75%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months*</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months*</b>	<b>85%</b>
<b>6</b>	<b>5001 - 6000 hours/31-36 months*</b>	<b>95%</b>

\*with a minimum of 750 hours for each Step.

**F. Sign & Pictorial Painter**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0 - 6 months</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours/7 - 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months</b>	<b>60%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months</b>	<b>70%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours/31-36 months</b>	<b>90%</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Carpet Layer, Linoleum, and Resilient Tile</u></b>	<b><u>Approximate Hours</u></b>
1. Tools, material and equipment .....	300
2. Floors: Preparation, conditioning walls .....	725
3. Cementing: Felt, waterproof, emulsion, wall .....	725
4. Linoleum: Inlay, felt-back adhesive wall covering .....	725
5. Tile: Asphalt tile, rubber tile, linotile cork, sheet rubber flooring .....	725
6. Drainboards: Linoleum, metal cove .....	725
7. Wall coverings: Linoleum, asphalt, metal trim .....	725
8. Carpets: Cutting and matching, straight sew hand binding, capping, circular stairs, hand machine, power machine .....	725
9. Metals: Care, handling, installation .....	475
10. Public relations .....	150
<b>TOTAL HOURS:</b>	<b>6000</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<b>B.    <u>Drywall Finisher</u></b>	<b><u>Approximate Hours</u></b>
1.    Application and Embedment of Tape .....	1500
a.    Joints, hand operation	
b.    Angles, hand operation	
c.    Joints, machine operation	
d.    Angles, machine operation	
2.    Application of First Skim Coat over Tape.....	1000
a.    Hand application	
b.    Machine application	
3.    Application of Second Skim Coat over Taper .....	750
a.    Hand application	
b.    Machine application	
4.    Detail Work (Hand Operation) .....	750
a.    Touching up bad joints	
b.    Taping and finishing around pipes and tubs	
c.    Nail spotting - 1st, 2nd, and 3rd coats	
d.    Filling metal corner guard and metal edge trim	
e.    Application of tape type metal corners and trim	
5.    Finishing of Angles.....	500
a.    Hand Operation	
b.    Machine Operation	
6.    Finishing, Sanding and Final Check Out .....	500
7.    Application of Texture (Including Spray Application) .....	800
a.    Application of rough decorative simulated acoustic ceiling texture	
b.    Spray application of fog and spatter wall texture	
c.    Hand rolled texture	
d.    Skip trowel texture	
e.    Application of thin wall surfacing texture	
f.    Proper masking procedures	
8.    Final Cleanup .....	200
<b>TOTAL HOURS:</b>	<b>6000</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<b>C.    <u>Glass Installer, Auto</u></b>	<b><u>Approximate Hours</u></b>
1.    Installation and cleanup of auto glass .....	1000
2.    Cutting and grinding of flat and bent glass from automobiles trucks and other vehicles.....	500
3.    Removing of broken flat and bent glass from automobiles, trucks and other vehicles.....	500
4.    Use of sealants and installation of rubber moldings .....	500
5.    Remove and repair of channels, regulators and/or any other devices that affect the installation and operation of auto glass .....	500
6.    Installation of flat or bent glass in automobiles, trucks and vehicles .....	1000
<b>TOTAL HOURS:</b>	<b>4000</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<b>D.   <u>Glazier:</u></b>	<b><u>Approximate Hours</u></b>
1.   Cutting and handling glass .....	1000
2.   Storefront metal .....	1100
3.   Glass setting .....	1000
4.   Insulating glass setting .....	475
5.   Glazing Materials-Sealants and Tapes .....	100
6.   Caulking .....	200
7.   Metal sash .....	200
8.   Patio doors .....	100
9.   Mirror setting .....	200
10.   Tub and shower enclosures and doors .....	200
11.   Storm windows and doors .....	375
12.   Glass replacement .....	400
13.   Slope glazing .....	400
14.   Laminated glass.....	100
15.   Tempered glass.....	50
16.   Safety and fire-rated glazing requirements .....	30
17.   Blueprints and specifications .....	70
<b>TOTAL HOURS:</b>	<b>6000</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<b><u>E. Painter-Decorator:</u></b>	<b><u>Approximate Hours</u></b>
1. Preparation of surfaces.....	800
2. Operation and care of tools and equipment .....	250
3. Materials used in painting and decorating (architectural) .....	550
4. Application (architectural).....	1200
5. Wallcovering preparation and application.....	300
6. Color matching and mixing .....	100
7. Texturing .....	200
8. Special decorative.....	160
9. Rigging and scaffolding .....	300
10. Metal preparation (pressure blast, grinding, etc.) .....	800
11. Metal coatings and applications .....	540
12. Spray painting airless and conventional .....	800
<b>TOTAL HOURS:</b>	<b>6000</b>

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

<b><u>F. Sign &amp; Pictorial Painter:</u></b>	<b><u>Approximate Hours</u></b>
1. Maintenance of Equipment.....	225
a. Brushes	
b. Equipment	
c. Material	
d. Tools	
2. Learn Use of .....	100
a. Materials	
b. Equipment	
c. Tools	
3. Building and Construction of Signs .....	275
a. Metal	
b. Wood	
c. Sectional	
d. Canvas	
e. Composition	
f. Glass	
4. Preparation and Treatment of Surfaces .....	350
a. Cleaning	
b. Priming	
c. Filling	
d. Sanding	
e. Sizing	
5. Preparation of Applications (Mixing & Matching) .....	800
a. Paints	
b. Varnishes	
c. Inks	
d. Water Colors	
e. Enamels	
f. Smalts	
6. Lay-Out.....	1000
a. Outlining	
b. Sealing	
c. Lettering	
d. Sketching	
e. Spacing	
f. Measurements	
g. Blueprints	
7. Actual Application .....	800

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

a.	Paints	
b.	Varnishes	
c.	Inks	
d.	Water Colors	
e.	Enamels	
f.	Smalts	
g.	Metal leaf	
h.	Decalcomanias	
8.	Lettering and Cutting in.....	1100
a.	Letters	
b.	Objects	
c.	Sign & Pictorial Painter	
9.	Pattern procedure .....	600
a.	Tracing	
b.	Pouncing	
c.	Stenciling	
d.	Sanding	
e.	Processing	
10.	Designing.....	600
	Pictorial Lettering	
11.	Miscellaneous.....	150
	<b>TOTAL HOURS:</b>	<b>6000</b>



**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☐ ( ) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☐ ( ) Training trust
- ☐ ( ) Other (specify)

**160** Minimum RSI hours per year, (see WAC 296-05-305(5))

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

Additional Information:

**The course outline recommended by the Apprenticeship Committee shall be used in related classroom instruction.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

- 1. Applicants for approval as apprentices shall be afforded fair and impartial consideration and shall uniformly file a written application with the Apprenticeship Committee, and shall satisfy the Apprenticeship Committee that they possess the minimum requirements.**
- 2. Each apprentice employed under these standards is required to apply himself/herself with diligence and care to the various assigned tasks, to protect the property and interest of the employer in a proper manner, to respect and obey the rules of the firm, and to conduct himself/herself at all times in a creditable manner, realizing that much time, money, and effort are expended in affording him/her opportunity to become a skilled craftsman.**

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

3. To review every six (6) months the progress of each apprentice. All parties participating under the standards shall be asked for a report on each apprentice.
4. Any apprentice called before the Apprenticeship Committee three (3) times for cause and found in violation of the standards will face cancellation of his/her apprenticeship. Should an apprentice quit an employer without the consent of the Apprenticeship Committee, said apprentice may be held back six (6) months toward his or her next advance by the Apprenticeship Committee action.
5. Unexcused absences from the job site will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship Committee for the following action:
  - a. First count; deduction of one calendar month from eligibility for advancement.
  - b. Second count; deduction of two calendar months from eligibility for advancement.
  - c. Suspension from program.
6. If any apprentice fails any examination given by the instructor or the Apprenticeship Committee, he/she shall be given the opportunity to retake the test at two (2) intervals not greater than (60) days each. If he/she does not pass any of these (3) examinations, his/her apprenticeship agreement will be canceled, subject to review by the Washington State Apprenticeship and Training Council.
7. The apprentice must promptly notify the JATC office of any absence from school classes, stating the reason for absence. The Apprenticeship Committee at its discretion will examine the absence excuse and determine if the excuse is satisfactory. Unexcused absences will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship Committee for the following action:
  - a. Failure to attend one (1) class will result in the deduction of one calendar month from eligibility for advancement.
  - b. Failure to attend two (2) classes will result in the deduction of two calendar months from eligibility for advancement.
  - c. Failure to attend three (3) classes will result in suspension from the program.

B. Local Apprenticeship Committee Policies

NONE

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.  
  
Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
  2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

- Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **A quorum must be present to carry on the regular business of the committee. A quorum shall consist of two (2) members representing management and two (2) members representing labor. The unit vote system shall prevail.**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Gary Liles, Chairman  
P O Box 7496  
Spokane, WA 99207-7496**

**Mike Amsbury  
14 E Cataldo  
Spokane, WA 99201**

**Jim Mickelson  
9516 E. First Avenue  
Spokane, WA 99212**



**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED  
TRADES APPRENTICESHIP COMMITTEE**

The employee representatives shall be:

**Barbara Crawford, Secretary  
Local 427  
824 W. Lewis  
Pasco, WA 99301**

**Ron Krebs  
Local 1982  
231 Burnett Ave N.  
Renton, WA 99301**

**Ronald A. Ohlenkamp  
PO Box 11953  
Spokane, WA 99211-1953**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Don C. Olson, Coordinator  
6770 E. Marginal Way South, Bldg D.  
Seattle, WA 98108**